

<b>ULTIMATE MEDICAL ACADEMY</b> <b>Standard Operating Procedure</b> <b>SOP-GEN-174</b> Development Date: 3/8/2017 Effective: 3/20/2017 Revised: N/A	<b>Applies to:</b> <ul style="list-style-type: none"> <li>• Clearwater</li> <li>• Online</li> <li>• Tampa</li> </ul>
<b>FIREARMS</b>	

## Policy

In accordance with Sections 790.115 and 790.251, Florida Statutes, the use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition or any other weapon defined in Sec. 790.001(13), F.S. on or at any UMA campus, facility, or event except as otherwise provided by Florida law is strictly prohibited. This policy does not prohibit legitimate work tools required to complete official work on UMA campuses or facilities.

### Exceptions:

1. On or off-duty law enforcement officers currently employed by a government agency and currently authorized by the employing law enforcement government agency to possess the firearm on or at any UMA campus, facility, or event will not be considered in violation of this policy.
2. Individuals 18 years of age or older who possess a concealed firearm for a lawful purpose within the interior of a private vehicle are not in violation of this policy as long as the individual is in the car and the firearm is securely encased or is otherwise not readily accessible for immediate use. This exception shall not be construed to authorize the carrying of a concealed firearm or other weapon on the person.
3. UMA's armored car vendor, when acting in the course and scope of their duties, are permitted to possess a firearm on UMA campuses, facilities or sponsored events.

Any violation of this policy is a serious offense. Any violation of this policy by any individual is considered serious misconduct and may subject the violator to disciplinary actions including, but not limited to, termination (faculty and staff) and expulsion (students) from UMA; notification of local law enforcement officials for police response; or issuance of a written directive from the Campus Director or designee barring future access to or entry upon UMA property or at a UMA sponsored event. Please refer to the Student Code of Conduct for student incidents and the Employee Handbook for employee incidents.

All UMA employees, faculty and staff are required to report suspected violation of this policy. Students, faculty or staff who fail to report violations or suspected violations of this policy may be subject to disciplinary actions as deemed appropriate by UMA.

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## Purpose

To maintain a safe academic and workplace environment and comply with Florida Statutes 790.115 and 790.251.

## Scope

This policy applies to all students, faculty, staff, vendor and visitors to a UMA campus, facility, or sponsored event.

## Responsibility

Each department is listed in this section. Place “YES” under “Procedures” for each department that has a role. If a department has no role, “N/A” is placed under “Procedures” for that department.

DEPARTMENT	PROCEDURES
Accreditation	YES
Admissions Department	YES
Career Services (All Placement and Externship)	YES
Compliance	YES
Education	YES
Finance	YES
General—institution-wide policy	YES
Human Resources	YES
Information Technology	YES
Learner Services	YES
Marketing	YES
Registrar	YES
Student Finance	YES

## Procedures

This policy is triggered when a UMA staff member, instructor or student has reason to believe that a firearm or other weapon defined in this policy is present on a UMA campus, facility or sponsored event. If the staff member, instructor or student becomes aware of the firearm/weapon during business hours while at a UMA campus, facility or sponsored event, he/she immediately reports the incident.

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### UMA Students

UMA students are required to immediately report firearms/weapons on a UMA campus, facility, or sponsored event to the Campus Director or other UMA administrator.

### UMA Staff Members

UMA staff members are required to immediately report firearms/weapons on a UMA campus, facility or sponsored event to the manager on duty. If the manager on duty cannot be reached immediately, the staff member may act according to the guidelines in this policy without waiting to reach a manager.

The manager on duty or employee assesses the situation and if an imminent threat or danger exists, the manager or employee should dial 911 as outlined in the Emergency Response below.

If an imminent threat or danger does not exist, the manager on duty (or, if not available, the employee) calls (1-844-UMA-ALERT) and/or emails the Alert Team at [UMAAalert@ultimatemedical.edu](mailto:UMAAalert@ultimatemedical.edu), providing the information indicated in the Emergency Response section below.

The Alert Team assesses and assigns any further appropriate actions through its standard procedures. Refer to SOP-GEN-105 (Alert Policy) for more details.

### Emergency Response

Manager calls 911 and explains situation to 911 operator:

1. Call Guide:
  - a. "Hello, this is X calling from Ultimate Medical Academy. A firearm/weapon has been discovered/is suspected to be on campus and we believe students, staff and faculty may be in imminent danger."
2. Provide UMA's campus, facility or sponsored event physical address as well as the manager's/employee's own name and contact number.
3. Manager notifies the Alert Team and documents the incident in CampusNexus:
  - a. Calls (1-844-UMA-ALERT) and/or emails the Alert Team at [UMAAalert@ultimatemedical.edu](mailto:UMAAalert@ultimatemedical.edu).
  - b. The call and/or email should contain the following information:
    - i. Student Name & ID #
    - ii. Date and time the incident occurred
    - iii. Location of incident

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- iv. Method in which staff member was made aware of the situation
  - v. Describe any action taken by frontline staff and management
  - vi. Full write up of all known details of the incident
  - vii. Attach any written documentation pertinent to the incident if it exists
  - viii. Manager’s contact information
4. Manager communicates back to the reporting employee the steps taken, and the manager on duty ensures proper documentation of the incident.

**Related Resources**

Student Code of Conduct Policy (SOP-GEN-171)  
UMA Catalog and Addendum  
UMA Employee Handbook

<b>End of Procedure</b>
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Procedures are maintained by the Campus Directors (ground) and Business Unit Owners (online) and reviewed with department managers to ensure proper implementation. Departmental managers are responsible for implementing and monitoring the procedures that pertain to their department and are responsible for training their staff.